



10860 N. Hideout Trail
 Hideout, Utah 84036
 435-659-4739

Application #	
Zone	
Tax ID #	
Date Received	
Received By	
Reviewed By	
Date Completed	

Final Subdivision Application Form

Final Procedures (11.06.26)

The Final Plans must first evidence how the Final Plans conform to the Preliminary Plans and any conditions for Preliminary Approval and such plans must include but not limited to the checklist.

Procedures for Final plan:

1. Submit application along with required fees and one (1) hard copy and an electronic copy of all required plans, reports and required documents
2. Public Notice as required by the Town of Hideout Standards.
3. Hearing before the Planning Commission: The Public hearing before the Planning Commission will be held, and comments requested from the public at that time. If, after such hearing and at such time that the Planning Commission determines that a complete application has been provided it will forward the application along with its recommendations to the Hideout Legislative Body.
4. The matter will be placed on the next available Hideout Legislative Body agenda.
5. Public Notice of the Hideout Legislative Body hearing shall be given as required by the Hideout Standards for Public Notice.
6. Hearing before the Hideout Legislative Body: The hearing before the Hideout Legislative Body will be held, and comments requested from the public at that time. After such hearing the Hideout Legislative Body will vote to either approve the projects without conditions, approve the project with conditions or to not approve the project.

Town of Hideout Fee and Rate Resolution #2024-R-01 (January 2024)

Final Minor Subdivision (Residential – 5 lots or fewer)	Application Fee: \$2,200 + \$110/acre if Preliminary Subdivision Review Complete; OR \$5,500 + \$110/acre if Preliminary Review not completed; + Escrow Fee: \$12,500 (with a minimum required balance of \$5,000)
Final Major Subdivision (Residential – 6 lots or greater)	Application Fee: \$5,500 + \$110/acre and + Escrow Fee: \$17,500 (with a minimum required balance of \$7,500)
Final Subdivision (Commercial/Other):	Application Fee: \$3,300 + \$825/acre and + Escrow Fee: \$12,500 (with a minimum required balance of \$5,000)
Meetings Covered w/Initial Fee: Two (2) Planning Commission Meetings and Two (2) Town Council Meetings	



1. Project Information

Project Name: _____

Project Location: _____

Legal Description: _____

Tax ID: _____

Owner(s) of Record:

Full Name: _____

Address: _____

Phone: _____ Email Address: _____

Architect / Engineer / Landscape Architect / Surveyor:

Full Name: _____

Address: _____

Phone: _____ Email Address: _____

Subdivision and Lot #, or Survey, Lot and Block #:

Project description (Include number of lots, ERU's):

Prior Approvals (application #): _____



2. Applicant or Authorized Representative to Whom all Correspondence Is to Be Sent

Applicant is not the owner listed above.

Full Name: _____

Address: _____

Phone #: _____

Email Address: _____

The checklist below must be included with your application with all items checked off to designate that they have been submitted or your application will not be processed.



3. Checklist:

1. Submission Package:

- a. Submitted Application
- b. Required Fees
- c. One (1) hard copy of all required plans, reports and required documents
- d. An electronic copy of all required plans, reports and required documents

2. Final Plans and Reports:

The Final Plat consists of engineering drawing(s) prepared using spatial data that are drawn to a scale not smaller than one-inch equals one hundred feet (1" = 100') and that meet the minimum legal standards for survey as defined in Utah Code Annotated Section 17-23-20. The Final Plat must first evidence how the Final Plat conform to the Preliminary Plan and any conditions for preliminary approval. Using the criteria approved from the Preliminary Plan submittal, the Final Plat shall include the following additional information:

- a. Information as required from Preliminary Plan (hard copy and electronic format)
- b. Project name and address
- c. North point, scale, date
- d. Development phase number, if a phased project
- e. Names, addresses, and telephone numbers of developer, engineer, and current and prospective owners
- f. Nearest section corner tie, township(s) and range(s)
- g. Lot lines, dimensions and area; adjacent lots and phases
- h. Existing and proposed easements, walkways, streets, and rights-of-way (public and private), and trails, including widths, names, and numbers; proposed dedications of public use areas; existing and proposed curb, gutter and sidewalk (public and private)
- i. Existing waterways (including irrigation and piping)
- j. Topography (contours at 2-foot intervals) and site drainage plan which illustrate existing and proposed conditions
- k. Existing vegetation to remain on development and natural features of the land



- l. Soils testing and analysis. A letter of purpose will be prepared and submitted by a licensed geotechnical engineer that shall consider the findings of the sensitive lands study along with the project engineering, that will determine they type frequency and nature of the geotechnical investigation and subsequent report. The purpose letter will also state what minimum requirements, with respect to geotechnical studies, will be imposed on the subdivided land prior to the issuing of building permits.
- m. UDOT approval for access off state roads if applicable; approval as required of other state and federal agencies
- n. Final grading plans illustrating cut and fill limits and limits of disturbance
- o. Temporary construction erosion control plan
- p. Final drainage plans illustrating methods of controlling runoff, directing water flow, and detention / retention areas
- q. Existing and proposed utilities including, fire hydrants, water and sewer lines, and storm sewer system; including plan and profile
- r. Location and elevation drawings of existing and proposed buildings, signs, dumpster and utility enclosures, fences and other structures
- s. Landscaping plan
- t. Parking, access, and loading plan when applicable
- u. Lighting plan, including dark sky initiative
- v. Architectural concept plans
- w. Tabulation of ERUs, as defined by the Plan
- x. For Condominiums, the Final Plat shall show the following additional information:
 - 1. All buildings
 - 2. Private drives and parking areas

3. Required Documents:

The following official documents prepared in a manner that will fully present information:

- a. Articles of Incorporation and Bylaws of the Association
- b. Declaration of covenants, conditions, restrictions, and management policies



- c. An information brochure (prepared in accordance with applicable standards) for use in the sales program to inform all home buyers in simple terms about the Homeowners Association and the rights and obligations of lot owners
- d. A final form of certification for each of the following (these are the certifications intended to be placed on the plat):
 - 1. Owner' s dedications
 - 2. Surveyors certificate of accuracy of survey
 - 3. Surveyor' s approval
 - 4. Hideout Legislative Body approval
 - 5. Notary Public's acknowledgement
- e. The Design Review Guidelines governing building design within the development
- f. Geotechnical Studies required prior to the issuing of a building permit within the development

The Final Plan shall incorporate the criteria and requirements of the following appendices of Title 11 of the Town Code:

- 1. Appendix 1 – Road Design Planning Submittal Criteria
- 2. Appendix 2 – Storm Drainage and Erosion Control Planning Submittal Requirements
- 3. Appendix 3 – Sewer and Water Design Criteria
- 4. Appendix 4 – Modification to WPA
- 5. Appendix 5 – Adoption of Codes
- 6. Appendix 6 – ERU/Equivalent Residential Units
- 7. Manual of Standard Plans – current edition APWA
- 8. Manuel of Standard Specifications – current editions APWA



4. Acknowledgement of Responsibility

This is to certify that I am making an application for the described action by the Town of Hideout and that I am responsible for complying with all town requirements regarding this request. This application should be processed in my name and I am a party whom the town should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until the Town Administrator or designee has reviewed the application and notified me in writing that it has been deemed complete. **I understand that any application I submit will be governed by the terms of the Town Code of the Town of Hideout** and that I am responsible to understand these provisions and ensure that the application complies with the same.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that I will be informed of the dates set for any public hearing or public meetings. This report will be on file and available in the Town of Hideout office shown above.

I further understand that additional fees may be charged for the Town's review of the application. Any additional analysis required would be processed through the town's consultants with a written estimate of time/expense/scope. This estimate will be provided to the applicant for authorization prior to any work being performed.

Signature of the Applicant:

Name of Applicant (Print): _____

Mailing Address: _____

Phone: _____

Email Address: _____



5. AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant (Print): _____

Mailing Address: _____

Street Address/Legal Description of Subject Property:

Signature: _____ Date: _____

1. If you are not the fee owner, attach another copy of this form that has been completed by the fee owner, or a copy of your authorization to pursue this action.
2. If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

Please note: This affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to final action.